

Research Assistant

Our team is evaluating the use of web-based instructional technology to help substance abuse counselors learn how to use the latest evidence-based treatment approaches. By translating treatment manuals into customized interactive online training modules (www.nidatoolbox.org), and using a web conferencing platform to provide live supervision (www.webex.com), we hope to promote the use of more effective treatment strategies in the community.

The Research Assistant will work closely with senior staff at the Center for Health Care Evaluation in Menlo Park (www.chce.info) and actively participate in all phases of the project from initial planning through design, development, implementation and evaluation. Examples of other online learning projects completed at CHCE include www.detoxguideline.org and www.vetcentertraining.org.

The following comprehensive list of qualifications describes the ideal candidate for this position. We do not expect any one applicant to possess all of the qualifications listed. However, the more closely your background and experience match these requirements, the more likely it is that you will be invited for an interview.

Educational requirements:

- Bachelor's or Master's Degree in Social Science
- Coursework in psychology, research methodology, mental health, substance abuse desired
- Excellent written communication skills as demonstrated by work sample

Project Management,

Demonstrated ability to:

- Independently manage multiple projects with competing deadlines
- Create and manage project plans to successfully achieve defined milestones by agreed-upon deadlines
- Establish and maintain productive working relationships with diverse stakeholders.
- Successfully negotiate organizational, bureaucratic, and interpersonal barriers to successful project completion.

Technical

- Proficiency in MS Office applications
- Proficiency in MS Project
- Familiarity with WebEx, NetMeeting, and other web conferencing platforms
- Familiarity with web surveying software (e.g. WebSurveyor, Inquisite)
- Knowledge of instructional design and web development desirable

Research

2+ years of experience or equivalent coursework in:

- Legal and ethical conduct of research
- Survey design and administration
- Data entry, management and analysis

If you are interested in applying for this position, please send Cover Letter and Resume to:

Ken Weingardt, Ph.D. VAPAHCS (152) 795 Willow Road Menlo Park, CA 94025	Or reply by: FAX: 650.617.2736 Email: chcejobsearch@hotmail.com
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NO PHONE CALLS PLEASE!!!